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MEMORANDUM FOR: Deputy Director for Administration  
 STATINTL FROM : [REDACTED]  
 Acting Director of Personnel  
 SUBJECT : Office of Personnel Report -- Week Ending  
 12 March 1976

1. New Brochure: Our new professional brochure had its first limited distribution this week. While the copies available were limited, the comments were uniformly favorable. This is our first new professional brochure in eight years.

STATINTL 2. Minority Recruitment: On Monday, 8 March, Recruiter [REDACTED] along with two members of the Minority Advisory Panel, met with the Dean of the Engineering Department and the Placement Director at Youngstown State University, Youngstown, Ohio, to discuss recruitment of minorities, particularly those earning degrees in the scientific disciplines. The meeting was very cordial and the YSU representatives pledged their support in identifying and referring qualified and interested minority candidates. As a result of this discussion, two black female undergraduates were interviewed, one a mathematics and computer science major who will graduate in August 1976, the other an electrical engineering student who will graduate in June 1977. These were the only two qualified minority candidates in the scientific field due to receive a degree in the near future. Two computer specialists, both faculty members of YSU, were also referred for possible Agency interest. Letters, forms and informational material will be sent to these four referrals.

3. Henderson Bill: Considerable time was spent reviewing the proposed Henderson Bill pertaining to the role and responsibilities of the CSC. We, of course, are concerned with the impact that the bill, if passed in its present version, will have on Agency personnel management policies and practices.

4. Donor Awards: At the request of the editorial board of the DDA Newsletter, we called all employees in the Headquarters area who were named in the proposed article concerning recently approved awards. The calls were made in order to comply with the Privacy Act. There were no objections to names appearing; however, some of the reactions were interesting. Almost all had harsh words about the Privacy Act, one asked to be in the centerfold, one didn't mind his name being mentioned but disagreed with the write-up and claims he didn't do what his office reported, one is angry with his career service and didn't want to give them the satisfaction of having one of their employees mentioned but then relented.

5. UBLIC Insurance: An employee bulletin was issued on 28 January announcing changes in our UBLIC Life Insurance Plan. Based on its review of premiums, claims experience, projected liability and the scope of free retiree coverage, the GEHA Board of Directors found it necessary to increase premiums for the 50-59 age group and to modify retiree coverage.

6. Consultant Renewals: During the week renewals for justification for consultants for the period 1 July 1976 to 30 September 1977 were sent to the various office heads through the respective Deputy Directors.

Coming Event:

A Skills Session will be held on 17 March to spotlight the statistical reporting and qualifications analysis functions.

 STATINTL

Acting Director of Personnel

Dist:

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